



Please note: These procedures may be revised as the situation develops.

SUMMARY

The 2014–2015 highly pathogenic avian influenza (HPAI) outbreak has required rapid and substantial funding for effective response activities. USDA APHIS Veterinary Services (VS) has several options for directing funds from a variety of sources to conduct response activities in the field during an outbreak.

FEDERAL EMERGENCY FUNDING

USDA

APHIS has a broad range of abilities to respond to a foreign animal disease (FAD) outbreak under the Animal Health Protection Act (AHPA), 7 U.S.C. 8301 et seq. The Secretary is specifically authorized to carry out operations and measures to detect, control, or eradicate any pest or disease of livestock, which includes poultry (7 U.S.C. 8308), and to promulgate regulations and issue orders to carry out the AHPA (see 7 U.S.C. 8315) in order to protect animal health, human health and welfare, economic interests of livestock and related industries, the environment, and interstate and foreign commerce.

Department of Homeland Security (DHS)

Responding to HPAI is not under the authority of DHS. There has been no Stafford Act declaration during the 2014–2015 outbreak. To-date, the Stafford Act does not apply for HPAI response activities, indemnity payments, or compensation for other HPAI-related efforts.

USDA APHIS EMERGENCY FUNDING REQUESTS

USDA emergency funding for HPAI is subject to the established process for foreign animal diseases, where, typically, APHIS contingency funds (CF) are used for outbreaks costing less than \$1 million and emergency funding requests, such as a Commodity Credit Corporation (CCC) request, are used when more than \$1 million is needed for the response. The Secretary of Agriculture has requested over \$900 million in CCC funds during the 2014–2015 outbreak without an emergency declaration. Supplemental appropriations, which require approval from Congress, may also be sought. For more general information on funding during an animal health incident, please see the [FAD PReP SOP Overview of Finance](#) and the [FAD PReP Manual 1-0: Roles and Coordination](#).

COOPERATIVE AGREEMENTS WITH STATES

Cooperative agreements (CAs) are used by USDA to reimburse affected States for response activities that were rapidly undertaken upon confirmation of HPAI. While APHIS CAs can entail longer-term relationships between States and USDA APHIS, it is important to remember that only costs incurred as a direct result of the outbreak are covered under HPAI response CAs.

Cooperative agreements must include a work plan to outline the objectives, approach, and anticipated outcomes of proposed activities and the roles and responsibilities of all parties involved in the agreement. The work plan should provide enough detail to explain how funds will enable the

Cooperator and VS to accomplish HPAI response, control, and surveillance. An example supplemental CA can be found in [Appendix A](#).

A detailed financial plan should accompany the work plan and include budget categories (major object class codes). An example financial plan is shown in [Appendix B](#).

Other documents required as part of an application for Federal assistance include:

- Decision Memo completed by the ADODR and submitted to the Strategy Center Director (ADO) for approval prior to the cooperative agreement being rewarded.
- [SF-424 Application for Federal Assistance](#)
- [SF 424a Budget Information – Non Construction Programs](#)
- [SF-424b Assurances – Non-Construction Programs](#)
- State's Intergovernmental Review comments or a copy of the Single Point of Contact's (SPOC) letter to the recipient stating the review has been waived or the project approved.
- [SF-LLL Disclosures of Lobbying Activities](#) (for awards exceeding \$100,000 only when there are activities to disclose).
- [Certification Regarding Lobbying](#) (for awards exceeding \$100,000).
- Designation of the Recipient (State) Organization Authorized Representative (see VS Grants and Agreements Program Guide).
- Notice of Cooperative Agreement Award, continuation of, or revision thereto (to be prepared by APHIS as out award/obligating instrument).
- Limited Scope Administration and Financial Review Questionnaire for APHIS Cooperative Agreement Desk Reviews (see VS Grants and Agreements Program Guide).
- Negotiated Indirect Cost Rate Agreement (signed agreement is required when the recipient is assessing indirect costs to the project for which funding is awarded).
- Supplemental sheet providing required Federal Funding Accountability and Transparency Act (FFATA) information. Be sure to use the updated version that includes the additional 4 digits to the zip code (see VS Grants and Agreements Program Guide).
- Authorized Signature Form (see VS Grants and Agreements Program Guide).
- Pre-award letter (see VS Grants and Agreements Program Guide).
- [APHIS Form 63](#).

The following guidelines on types of reimbursements under a supplemental CA provide details on what costs are covered during the 2014–2015 HPAI outbreak.

Staffing

Salaries of existing State employees working on HPAI response will **not** be covered by a supplemental HPAI CA, but overtime worked in association with the disease event is eligible for reimbursement. Travel, housing, and per diem costs incurred by State employees responding to HPAI outside their normal districts are also covered. New staff brought on to assist in response activities should be term staff working directly on HPAI or temporary staff.

Supplies

Personal protective equipment, cleaning and disinfection materials, shipping materials and costs, swabs and biological media, outreach materials, and office supplies needed to handle the response are covered by a supplemental CA. Approval would be needed in advance for single purchases costing over \$5000.

Expenses

A variety of other expenses may also be covered under a CA, but it is important to note that one State being reimbursed for something does not ensure that another State will be covered for the same expense.

Communications and Information Technology

Communication and information technology needs will be covered if they are directly related to HPAI response and require resources beyond the normal expenses already undertaken by the cooperator. However, procurements of new IT systems or investments in major upgrades for existing State systems will not be provided under these CAs. If a State needs to set up an Emergency Operations Center (EOC) for HPAI, the cost of leasing and outfitting a space with the appropriate information technology equipment needed would be covered. Similarly, while APHIS will not pay the cost of cell phones or lines already in place for normal use, additional lines, phones, or usage costs associated with the outbreak would be paid for.

DIRECT CONTRACTS

USDA APHIS provides direct contracts with service providers for response activities as needed. Registered Federal contractors will be used for activities such as landfilling, supplying carbon sources for composting, transportation, hazardous materials, and environmental disposal. While APHIS prefers to directly contract with service providers, States may also be reimbursed for contracted services; however, rates are subject to review and require written approval from Unified IC and APHIS if more than \$5,000.

APPENDIX A: COOPERATIVE AGREEMENT TEMPLATE

Supplemental Cooperative Agreement
Work and Financial Plan for Managing Highly Pathogenic Avian Influenza
[YEAR/time period]
USDA APHIS VS

Cooperators: [agency]

Geographic Location: [state]

Project Coordinator: [Name, title, and address/contact]

This Work Plan (WP) reflects a cooperative relationship between the [cooperating agency], the Cooperator, and the United States Department of Agriculture (USDA), Animal and Plant Health Inspection Service (APHIS). It outlines the mission-related goals, objectives, and anticipated accomplishments as well as the approach for managing surveillance and disease control activities associated with detections of Highly Pathogenic Avian Influenza (HPAI) viruses and the related roles and responsibilities of the parties and Cooperator's role as negotiated. This work plan covers the time period from [start date] through [end date].

Introduction

[History of HPAI confirmation in the geographic area: type of operation, county. Note the immediate actions that were taken. Discuss further cases and spread of the disease, current status of the response effort. Briefly outline money and resources spent and anticipate needs for the time period in question.]

Supplemental Avian Goals/Objectives

Objective 1: Highly Pathogenic Avian Influenza Response, Control, and Surveillance

Quickly diagnose, control, and prevent the spread of Highly Pathogenic Avian Influenza (HPAI) in [state/location] poultry flocks.

Approach

Plan of Action:

The emergency response to HPAI in [location] is a cooperative effort involving the industry, State, and Federal regulatory agencies. Funding for this objective allows the Cooperator along with [agencies] to provide quick diagnosis of and response to HPAI events in [location's] poultry. Specific actions taken as part of this response include the following:

- Investigate, quarantine, and depopulate infected flocks rapidly.
- Dispose of carcasses quickly to prevent the spread of disease.

- Identify all premises with poultry in the control and surveillance zones and educate producers and flock owners about HPAI and appropriate biosecurity measures.
- Test and monitor all flocks in the control zone in accordance with the HPAI response plan.
- Conduct biosecurity audits on all commercial flocks in the control zone so they can move product during the quarantine period. Instruct producers regarding testing and biosecurity needs for controlled movement. Set up permitting system that allows these operations to move products and birds into and out of the zone as needed.
- Permit feed trucks delivering products to poultry operations in the control zone.
- Conduct epidemiological investigations and identify other risk factors. Implement additional mitigation control strategies as needed.
- Monitor testing and compliance.
- Assist in entering information and permits into Emergency Management Response Services (EMRS) 2 database.
- Coordinate efforts with State, Federal, and industry partners. This includes, but is not limited to:
 - *[agencies involved]*.

Resources Needed:

To meet the avian influenza testing objectives, the cooperator is asking for funds to:

- Staffing
 - State employee salaries will not be covered in an HPAI supplemental agreement, but overtime associated with the event, travel, housing, and per diems are eligible for reimbursement.
 - New term staff working directly on HPAI
 - Temporary staff
- Travel and per diem- only for employees out of their normal district
 - In-state travel for [agency] employees
 - Hotels and meals {estimates}
 - Mileage
 - Hazmat contract team travel
- Supplies needed for response: advance approval needed for any single expenditure more than \$5000
 - PPE
 - Cleaning and disinfection
 - Shipping
 - Swabs and media
 - Office supplies
- Other
 - State EOC expenses, possibly
 - Rental/lease of a space for an EOC would be covered.
 - Producer reimbursement
 - In future, will be a standard rate based on numbers of birds in inventory.

- Producer operations will have Federal/State oversight but are to manage their own resources for cleaning and disinfection.
- Communication and IT costs directly related to HPAI
 - Additional phone lines, phones, or usage needed to handle the outbreak
 - New IT systems and major upgrades not covered
- Outreach (including printing and postage)
 - Translation
- Health expenses
 - Respiratory testing (?)
 - Fit testing
 - Tamiflu (?)
- Hazmat expenses
- Heavy equipment
 - Rate sheet would have to approved to receive reimbursement.
- Miscellaneous
- Contractual services- Vendors and contracts are reimbursable in an HPAI event; the rates are subject to review and may be limited to the cost USDA would pay directly for the same type of contract. Subcontracts require written approval from Incident Command if more than \$5000. No approvals for contracts will be given before an HPAI event.
 - Hazmat
 - Veterinarians from out of state
 - Personnel costs and travel/lodging

Cost Code Table

Major Object Class Code	Description
1100	Personnel compensation (overtime)
2100	Travel costs
2200	Shipping
2500	Contracts and vendors (depopulation, cleaning and disinfection)
2551	Cooperative agreements (neighboring states, covering expenses)
2600	Supplies and materials
4200	Indemnity claims

Results:

Outputs

- Quarterly reports on program activities and cooperative funding are accurate and timely
- Records are thorough, accurate, and well organized

Outcomes

- Infected flocks are quarantined, depopulated and carcasses are disposed of quickly to prevent the spread of disease. Epidemiological investigations are timely, thorough and accurate.

- All premises with poultry in the control and surveillance zones are identified and owners are educated regarding HPAI, biosecurity, reporting, and response procedures.
- Flocks in the control zone are quarantined.
- Flocks in the control zone are tested and monitored in accordance the HPAI response plan.
- Commercial flocks in the control zone are permitted for controlled movement following a biosecurity audit and appropriate testing.
- All efforts are coordinated with state, federal, and industry partners. This includes, but is not limited to:
 - [*various state cooperators*], industry leaders, USDA-APHIS-VS, and USDA-FSIS.

Data Reporting:

- SitReps
- Quarterly accomplishment reports

APPENDIX B: DETAILED FINANCIAL PLAN EXAMPLE

DETAILED FINANCIAL PLAN (COOPERATOR NAME) – (TIME PERIOD)
Financial Plan will match the SF-424-A, Section B – Budget Categories

Item		Total Budget
Personnel		
	Subtotal	
Fringe Benefits		
	Subtotal	
Travel		
	Subtotal	
Equipment		
	Subtotal	
Supplies		
	Subtotal	
Contractual		
	Subtotal	
Other		
	Subtotal	
Totals	TOTAL DIRECT COSTS	
	INDIRECT COSTS (Percentage of Total Direct Costs)	
	TOTAL PROJECT COSTS	
	Less Cooperator Share	
	APHIS Cost Share	

Example of Detailed Financial Plan

Cooperator Name: _____ Time Period: _____

****Financial Plan will match SF-424-A, Section B-Budget Categories****

	Item	Total Budget
Personnel	5 Field Inspectors @ \$11.00/hr for total; 2080 hours	\$114,400.00
	1 State field supervisor @ ¾ salary	\$31,896.00
	1 temp clerk @ 20/hrs per week for 52 weeks @ \$13.00/per hr	\$13,520.00
	1 Clerical for 52/weeks @ 2/hr per week @ \$13.50/per hr	<u>\$1,404.00</u>
	Subtotal	\$161,220.00
Fringe Benefits	33% of salary of permanent employees	\$48,741.00
	24% of wages of temporary employees	<u>\$3,245.00</u>
	Subtotal	\$51,986.00
Travel	5 Field Inspectors @ 400/mi per wk for 39 wks @ \$0.365/mi	\$28,470.00
	1 Field Supervisor @ 500/mi per wk for 52 wks @ 0.365/per mi	\$9,490.00
	Annual USAHA meeting in Minneapolis, Minnesota	<u>\$1,500.00</u>
	Subtotal	\$39,460.00
Equipment	Back-up Power Generator, Quiet Series	\$5,300.00
	Subtotal	\$5,300.00
Supplies	Office supplies: #10 Envelopes (6@\$38=\$228) + #9 Envelopes (6@\$38=\$228) + File Folders (16@\$22.00=352)	\$808.00
	Brochures, Posters: Paper (10@\$45=\$450) + P-Touch Labels (15@\$22.30=\$335)	\$784.50
	Disposable Biosecurity Suits for Inspection Visits	<u>\$1,120.00</u>
	Subtotal	\$2,712.50
Contractual	Animal Diagnostic Lab: Sample Testing: 500 samples @ \$10.00 each	<u>\$5,000.00</u>
	Subtotal	\$5,000.00
Other	Toll-Free project hotline	\$600.00
	Include total lab testing cost and cost per test	
	Subtotal	\$600.00
Totals	TOTAL DIRECT COSTS	\$266,278.50
	INDIRECT COSTS (28% On Total Direct Costs)	\$74,558.00
	TOTAL PROJECT COSTS	(100%) \$340,836.50
	Less Cooperator Share	(18%) \$62,711.50
	APHIS Cost Share	(82%) \$278,125.00